

# REPORT

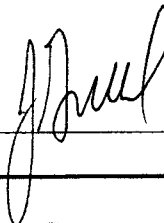
**TO:** Administration Committee  
Regional Council

**FROM:** Heather Copp, CFO (213) 236-1804  
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**SUBJECT:** Approval of Contracts Over \$25,000

**DATE:** April 13, 2005

**EXECUTIVE DIRECTOR'S APPROVAL** \_\_\_\_\_



**RECOMMENDED ACTION:** Approve Contracts

## **SUMMARY:**

- **The following consultant contracts are recommended for approval:**

Champion Services Group	NTE	\$ 85,000
Fox and Sohagi, LLP	NTE	\$ 45,000

## **FISCAL IMPACT:**

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

**If a member believes or has a reason to believe that he or she has a financial interest in any of the firms listed on this Report, the member should consult with SCAG legal counsel.**

## CONSULTANT CONTRACTS

**Consultants:** Champion Services Group, Inc.

**Scope:** This training and development firm will be awarded a contract for up to three years to provide supervisory and management training for up to 75 employees, and organization development consulting expertise to executive management.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$73,900</b>
	Champion Services Group, Inc.	\$73,900

**Contract Period:** June 1, 2005 through June 30, 2008

<b>Work Element:</b>	05-830.SCGS90	\$10,000	Funding Sources: Indirect Overhead
	06-XXX.XXXX	\$25,000	Funding Sources: Indirect Overhead (subject to approval of SCAG's 05-06 Fiscal Year budget)
	07-XXX.XXXX	\$25,000	Funding Sources: Indirect Overhead (subject to approval of SCAG's 06-07 Fiscal Year budget)
	08-XXX.XXXX	\$13,900	Funding Sources: Indirect Overhead (subject to approval of SCAG's 07-08 Fiscal Year budget)

**Request for Proposal:** SCAG staff mailed postcards to 72 vendors on SCAG's bidders list to notify them of the release of Request for Qualifications (RFQ) No. 05-160. The RFQ was also posted on SCAG's website and advertised in the California State Contracts Register. The following seven proposals were received in response to the solicitation:

Aurora Total Recall (1 subcontractor)	\$98,475
Champion Services Group, Inc. (7 subcontractors)	\$73,900
CPS Human Resource Services (no subcontractors)	\$75,000
Excel Solutions Group, LLC. (no subcontractors)	\$62,820
Jerry Lew and Associates (2 subcontractors)	\$75,000
Learning Right Technologies (6 subcontractors)	\$49,254
Public Sector Excellence (no subcontractors)	\$24,550

**Selection Process:**

The Proposal Review Committee (PRC) evaluated all seven proposals in accordance with the criteria set forth in the RFQ, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with the top three of the seven offerors (Champion Services Group, Inc., Excel Solutions Group, LLC., and Jerry Lew and Associates) on Wednesday, April 6, 2005.

The PRC was comprised of the following individuals:

Debbie Dillon, HR Supervisor/Project Manager, SCAG

Izetta Birch, Human Resources Consultant

Holly Balderas, Senior Training and Development Specialist, Los Angeles Metropolitan Transportation Authority (METRO)

**Basis for Selection:**

All seven proposals were ranked based on proposal information, organization, content, and technical proposal/qualifications. Champion Services Group, Inc. had the best overall presentation, proposal, technical expertise, client list, qualifications, project team, and cost. The PRC believes that Champion Services Group, Inc. will provide the most flexibility, responsiveness and expertise at the least cost. Champion Services Group, Inc. received the highest overall score from the PRC. Champion Services Group, Inc. is also a Disadvantaged Business Enterprise.

## **CONSULTANT CONTRACT**

**Consultant:** Fox & Sohagi, LLP

**Scope:** This law firm was retained by SCAG's Chief Counsel to provide advice with regard to California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) issues as they relate to Goods Movement. Since the initial retention for a maximum of \$25,000, the law firm has been requested to provide assistance to the Executive Director as he participates in the statewide CEQA Improvement Advisory Committee. In order to facilitate the additional work, it is recommended that SCAG's Chief Counsel be authorized to amend the contract for an additional \$20,000. The law firm, primarily through the participation of Margaret Sohagi, a well known expert in CEQA, and with limited assistance of Helene Smookler, will continue to provide legal advice and offer strategies with regard to CEQA and NEPA issues with particular emphasis on Goods Movement, and will assist as necessary in the CEQA Improvement Advisory Committee work, and if requested, drafting of documents, including legislation.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$45,000</b>
	Fox and Sohagi, LLP (prime)	\$45,000

**Contract Period:** February 8, 2005 through June 30, 2005

<b>Work Element:</b>	05-800.SCGS2	\$25,000	Funding Source: General Fund
	05-880.SCGS90	\$20,000	Funding Source: Indirect Overhead

**Request for Proposal:** Legal services are unique and do not require a Request for Proposal.

**Basis for Selection:** The firm was selected by SCAG's Chief Counsel and Executive Director based upon the unique and specialized experience of the firm in CEQA and NEPA matters. The firm's primary practice relates to representation of public agencies and has a substantial CEQA practice. SCAG's Chief Counsel also consulted with SCAG's General Counsel prior to entering into the original contract with this firm.